

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address MARTA 2200 Peachtree Summit 401 W. Peachtree Street Atlanta, Ga 30308		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed SEP 13 1977 77-259 DEC 20 1977	
		1. Application	2. Dept. Application No.
4. Person to Contact D. Haire	5. Working Title Methods & Procedures Analyst	6. Telephone Number 586-5260	
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1972 Present	9. Records Series Title (followed by title used in office, if different) AUTHORITY-WIDE PB/T Construction Contract Record File		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created?			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: The design, development, construction, testing, and delivery of rapid rail construction contracts under the Long-Range Grant for development of a mass transit system. Included are: All contract documents. turned over to MARTA upon completion of construction unit by PB/T. File is arranged: By contract construction unit number, thereunder by resident engineer criteria manual requirements.			
12. Monthly Reference Rate How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record? <u>Some material is vital.</u>
X		d. Does this series have historical or long term research value? <u>To MARTA.</u>
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ X _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ X _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

**Urban Mass Transportation Administration - External Operating Manual
III D - p. 41**

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

- ☐ Calendar Year; ☐ Fiscal Year; ☒ Other Completion of Contract then,
construction unit # or
work order #.

- ☒ Hold in the current files area 3 month(s) _____ year(s); then
- ☒ Transfer to local holding area; ~~XXXXXXXXXXXXXXXXXXXX~~
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Hold all contract construction records for 3 years past completion of project and all audit questions resolved. Records may be microfilmed after interim audit and all audit questions resolved - hold film for 3 years past project completion.

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
				<u>Wayne Rouse</u>	<u>9/7/77</u>
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
				<u>Robert L. Smith</u>	<u>9/9/77</u>
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
				<u>Canell West</u>	<u>12-20-77</u>
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<u>Douglas M. Hare</u>	<u>8/30/77</u>			